

# St. Mary School



## Parent/Student Handbook



## **TO OUR PARENTS**

The purpose of this handbook is to better facilitate a close working relationship between the parents and the faculty/staff of St. Mary School. In these pages, you will find valuable information for this school year.

Please use this handbook for any general school information that you may need. Please call or contact us if you have questions or if any issues school arise that are of concern to you.

We ask for God's guidance and blessings as we begin another year of working together toward the spiritual, intellectual, and physical growth of all St. Mary Catholic School children/families.

**Saint Mary School at Blessed Trinity Parish  
313 Giddings Avenue  
Sheboygan Falls, WI 53085  
(920) 467-6291**

### **MISSION STATEMENT OF BLESSED TRINITY PARISH, SHEBOYGAN FALLS**

We are Blessed Trinity Faith Community of Sheboygan Falls, within the Archdiocese of Milwaukee, part of the universal church who, under the guidance of the Holy Spirit is dedicated to Christ-like living.

We believe our mission is to live as a Christian caring community and respond to human and spiritual needs of all people. And, our mission is to learn the will of God and, utilizing our God-given talents, evangelize His message in all we do.

We commit ourselves to living the Gospel by teaching, preaching and sharing the Good News of Christ to people of all ages.

We commit to warmly accepting and caring for the just needs of God's people by serving, supporting, loving and reaching out in friendship and service to neighboring churches, the community and the world.

We commit ourselves to assuming stewardship of God's gifts of Time, Talent and Treasure by maintaining active and effective church service groups and by promoting the involvement of all concerned church members.

### **Mission Statement of St. Mary School**

St. Mary School is a Catholic, elementary school for students enrolled in pre-kindergarten through eighth grade. St. Mary's mission is to provide a safe, nurturing environment, which supports a partnership with parents, offering a quality education. It challenges students to achieve optimal spiritual, academic, physical and social potential, in an atmosphere that fosters moral, Christian values. Through positive role models, students are encouraged to use their individual unique talents to share

the message of Jesus Christ with their family and community. The staff is dedicated to promoting this mission. This mission will promote Christian stewardship.

Rev. 2007

### **Philosophy of St. Mary School at Blessed Trinity Parish**

In light of the Mission Statement of Blessed Trinity Parish and St. Mary School we make the following profession:

We, at St. Mary School, are committed to the fourfold purpose of Christian Education, which is to proclaim the message of Jesus Christ, to foster building community, to provide prayer and worship experiences, and to promote service as Christians to the world community.

We believe that moral and spiritual values are fundamental to education and can best be fostered within the experience of learning and growing in a Christian community. Therefore, we seek to prepare our youth to proclaim the Good News of Jesus Christ and to translate this proclamation into action.

Every individual is unique, has special dignity and worth, and is entitled to respect and to personal rights and privileges. Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person.

St. Mary School is committed to intellectual, cultural, physical, moral, aesthetical and spiritual excellence. We believe in the guidance of young people in their pursuit of knowledge, mastery of skills, understanding of democracy, and in their growth to their fullest potential. We strongly believe in the need for parental cooperation and support in our educational endeavors.

### **Goals of St. Mary School**

1. To teach the Christian message as a way of life where the dignity of every human being is respected.
2. To promote active participation in the service of God, Church, Community, and the world.
3. To integrate technology into the learning process at all ages.
4. To provide a rigorous curriculum that addresses the individual needs of students through proper educational practices.
5. To promote the ideals of establishing a collaborative learning community.

Revised 2006

### **WELCOME TO ST. MARY SCHOOL**

St. Mary School, Grades Pre-3, K-8 is an important segment of Blessed Trinity Catholic Parish. The school is a three-story building quietly tucked into a tranquil, well-maintained residential setting. St. Mary has been teaching students of the Catholic faith since 1950. St. Mary's has established an excellent reputation for educating its students. The school enjoys a positive collaborative team-approach in working in conjunction with the local public school district.

This school houses a Catholic pre-primary 3-year-old educational program. The preschool classroom, kindergarten, first and second grade classrooms are located on the ground floor. Additionally located on the ground floor are a learning center, computer lab, a preschool–Grade 2 library, a multi-purpose room, and the administrative offices. Grades 3-8 are located on the second floor of the building. The gymnasium and art room occupy the third floor, and a music room has been created in the basement of the church.

St. Mary School is staffed by a part-time principal, a secretary, and five full-time teachers. Additionally there is a part-time physical education teacher, a part-time music instructor, a part-time technology instructor and a part-time Spanish teacher. Sixth, seventh and eighth grade students may enrich their musical interests by participating in the local public middle school band program, which is located just a block east of St. Mary School. The pre-kindergarten program for three year olds provides developmentally appropriate activities for the children. Before and after-school child care is also available for both St. Mary's students and children from other schools.

In keeping with our belief concerning parental involvement, volunteer parents support the teachers in the classrooms, learning center and computer lab. The principal and licensed teachers are responsible for establishing the use of these areas to see that they enhance, compliment, and reinforce learning.

## **STAFF**

**Pastor:** Fr. Bob Lotz

**Principal:** Jeanne Bitkers

**Secretary:** Joyce Jentges

### **Elementary and Middle School**

**Pre-Kindergarten and; Kindergarten (students ages 3-4-5):** Sheila Rekowski

**Teaching Assistant and Pre Kindergarten Instructor for 3 year olds:** Diane Mutsch

**First and Second Grade:** Mary LaViolette

**Third and Fourth Grade:** Mary Gruber

**Fifth and Sixth Grade:** Diane Claussen

**Seventh and Eighth Grade:** Tamara Cotter

**Physical Education:** David Fink

**Technology:** Robb Holden

**Technology/Computer Teaching Assistant and K-8 Instructor:** Josh Klopff

**Vocal Music:** Roxanne Perronne

**Spanish:** Bernie McKichan

**Childcare:** Diane Mutsch and Mary Stitt

### **Appendix (in the back of this handbook)**

- A. Length of School Day
- B. 2011-12 School Calendar
- C. Tuition and Book Fees
- D. School Committee Membership

## **REQUIREMENTS OF THE FACULTY/STAFF/VOLUNTEERS**

### **QUALIFICATIONS:**

According to Archdiocesan Policies, all teachers are required to have a Bachelor's Degree and be licensed by the Wisconsin Department of Public Instruction. Ongoing continuing education is required of all teachers.

### **RELIGIOUS CERTIFICATION**

Each teacher of Religion in accordance to Policy of the Bishops of Wisconsin, is to earn certification in Religious Education and must participate in the "Sustaining the Mission" religious education program in order to do this. (Archdiocesan Policies 4412.4-4112.41)

All new faculty/staff members must undergo a criminal background check through the State of Wisconsin Department of Justice and participate in "Safeguarding All God's Family" – Child Abuse Prevention training.

### **VOLUNTEERS**

All volunteers in the school must undergo "Safeguarding All God's Family" training and a criminal background check through the State of Wisconsin Department of Justice. All volunteers must comply with requirement if they wish to help in a school. This includes chaperoning field trips.

### **TEACHER HOURS**

Teachers are in the school from 7:30 a.m.-3:30 p.m. daily except on Wednesdays. On Wednesdays, faculty members are expected to attend staff meetings following the weekly Mass under the discretion of the principal. Faculty members may leave on Friday afternoons at 3:15. Teachers may be contacted by calling the office secretary at (920)-467-6291. Please arrange a meeting whenever possible. Parent conferences are usually not scheduled during the normal school hours since they are a disruption to the learning environment for the students.

## **FAITH DIMENSION**

### **LITURGY**

With the guidance of the priest, the faculty develops and participate in weekly Eucharistic Liturgies (Masses) on a rotating basis according to grade.

### **RELIGION CLASS**

We strive to make the religion class a stimulating learning experience centering on the virtues of faith, hope, love, justice, courage, community service, and reconciliation. In order to make the class a

meaningful experience, the document, To Teach as Jesus Did, is used to integrate the four dimensions of “Message”, “Community”, “Service”, and “Prayer”.

## **PRAYER**

Students need an appreciation and respect for prayer in their daily lives. Each day begins and ends with prayer, as well as before lunch. It is highly recommended that times of prayer be a part of family living.

While memorization of prayers is an important part of every Catholic person’s lifestyle, class time is not spent memorizing prayers. Prayers are best remembered by repetition on a daily, weekly, or seasonal prayer, depending on the circumstances for which the prayer is appropriate. The prescribed prayers for each grade are listed in the religion textbook and the Archdiocesan Curriculum. (This can be found on the Archdiocese of Milwaukee website.)

## **IMPROVEMENT OF INSTRUCTION**

### **ACCREDITATION**

St. Mary Catholic School is full accredited by the Wisconsin Religious and Independent Schools Association (WRISA) and the Archdiocese of Milwaukee. There are required standards that must be met on an ongoing basis and a yearly report that must be submitted by the Principal. Formal accreditation team visits take place every 7<sup>th</sup> year. This last occurred at St. Mary Catholic School in 2007-08.

### **DAILY SCHEDULE**

### **SUPERVISION**

Teachers have the primary responsibility for their students during the school hours. Adult supervision is provided on a daily basis between the hours of 7:40 a.m. and 3:10 p.m. except on Wednesdays. In case of emergency, the secretary/principal is to be notified.

### **PLAYGROUND**

At 9:45 – 10:00a.m. Grades K-4 have a recess break outdoors as weather permits. Should inclement weather occur, recess will be held indoors.

\*Teachers/staff are assigned on a rotating basis to assist with playground supervision.

### **EARLY DISMISSAL**

In conjunction with the local public school district, classes are dismissed every Wednesday at 2:00 p.m. Children who take the early bus are dismissed at 1:45 p.m. Staff meetings, planning sessions and in- service training are held for all required faculty members from 2:20 p.m. to 3:30 p.m.

### **ABSENTEEISM AND TARDINESS (Archdiocesan Policy 5113.1)**

If a child is ill or will come to school late, parents are asked to call the school office (467-6291). Please call as soon as possible or send a note with another child in the family. *When returning to school after an illness, children are to bring a written note, signed by either parent or guardian,*

*explaining the reason for the absence. A phone call on the day of his/her absence is not sufficient. These notes are kept with the teacher's file for legal purposes.*

If a child becomes ill at school or is seriously injured, the parent/guardian will be informed immediately. It is mandatory that we have an up-to-date emergency card for each student with all pertinent information.

If a child is ill we ask that the parent/guardian or a brother or sister pick-up the work that he/she has missed.

Because the subject matter and requirements for each grade vary and are important, we discourage parents from taking children out of classes for trips, vacations or other avoidable reasons.

When a student is sufficiently ill to warrant staying indoors during recess and the noon hour, it is often better to keep him/her out of school entirely until he/she has recovered enough to participate in the normal activities of the school day. During inclement weather children will be permitted to spend recess and noon hours indoors.

#### **THURSDAY FOLDERS / E-Mail Communications**

Information pertaining to school is sent to parents (Thursday). When possible it is information may also be sent via e-mail. Parents are asked to read/keep the information for your own reference. Please return anything that needs to be returned to school the next day in the folder.

#### **GRADING SCALE**

100	A+	77-79	C +
94-100	A	74-76	C
90-93	A –	70-73	C –
87-89	B +	67-69	D +
84-86	B	64-66	D
80-83	B –	60-63	D –

#### **GRADING CRITERIA (5121)**

A = 5                      B = 4                      C = 3                      D = 2                      F = 1

- 5 = Student demonstrates an outstanding knowledge of the content.
- 4 = Student demonstrates a strong knowledge of the content.
- 3 = Student demonstrates an acceptable knowledge of the content.
- 2 = Student demonstrates and insufficient knowledge of the content.
- 1 = Student demonstrates insufficient knowledge and inability to perform any of the tasks.

### **ACADEMIC HONOR ROLL**

An academic honor roll is calculated quarterly for the middle school grades (5-8). Each grade will be computed on its own merit: A=4 B=3 C=2 D=1 F=0. Certificates will be awarded at the end of each quarter to the middle school students who earn a grade point average of 3.5 or higher.

### **ATHLETICS**

There is very active participation in the Athletic Program. Sports are divided into seasons and only one sport per season is allowed. **Students participating in the Athletic Program are expected to maintain a C- or higher in all subjects.** Those students not maintaining a C- or higher may be restricted from team practices and/or game(s). This is done by the Principal.

### **STANDARDS FOR 8<sup>TH</sup> GRADE GRADUATION**

Students at St. Mary School are expected to perform at academic, behavioral, and Christian levels that enable them to be good, successful young people not only academically, but also morally. We pride ourselves at St. Mary School in being different and unique; therefore, we set high expectations.

1. Students in grades 6-8 must maintain a cumulative grade point average of C- (77%). A grade point average of 1.66 is equal to a C-. All grades will be averaged at the end of each quarter. A grade point of 1.66 or below will constitute notification to the parent that the student is falling below expected level.
2. The student must maintain a 1.66 average throughout the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Those who do not meet this requirement will not be allowed to participate in any 8<sup>th</sup> grade special activities.
3. Failing to maintain a cumulative 1.66 GPA will also result in a letter of attendance rather than a certificate of graduation.
4. Students who receive a letter of attendance will be allowed to participate in the graduation Mass, but not the party afterwards.

5. Discipline problems or suspensions may affect participation in class trips and graduation activities.

This policy will be reviewed with the middle school students at the beginning of the school year. It must be taken home, dated and signed by the parent and student, and returned to school.

**Approved August 2007**

### **BAND PROGRAM**

St. Mary School in conjunction with Sheboygan Falls Public Schools offers band opportunities to students in grades 6-8 in the Sheboygan Falls Middle School.

### **COMPUTER LAB**

St. Mary School has a well-equipped computer lab. PC computers are used and a variety of software is available that correlates with curricula areas. All students in grades K-8 have scheduled lab times and access to the computer lab at other times. All parents, students and staff must sign an Acceptable Use Policy before being permitted to use such equipment.

### **CO-CURRICULAR ACTIVITIES**

There are a variety of co-curricular activities that students may become involved with at St. Mary School. Co-curricular activities play an important part in the social development of the child. We encourage all students to participate. Those students /families involved in the athletic program will be given a copy of the athletic policy to which they must conform.

Co-curricular Activities may include:

Mass servers/cantors; Sports – basketball and volleyball (if there is interest and there are enough for a team; ) Children’s Choir; Student Service Council.

### **FIELD TRIPS**

Teachers are encouraged to plan educational class trips with their students. We believe learning occurs everywhere, not just in the classroom. Parents have the option of withholding approval. We hope no parent will forbid attendance without serious reason. If a financial problem exists, contact the Principal and the school will try to provide the help needed.

### **HOMEWORK MAKE-UP**

Parents of students, who are absent, must call the school office before 8:30 a.m. and request the assignments of the day. The teacher will gather the assignments during the day. The assignments and books may be picked up at the school office at 3:00 p.m. or a sibling or another student could bring the work home if he/she is willing. Parents of students absent for a long period of time should call the school and talk to the teacher about assignments.

All work missed during a student’s absence must be made up and it becomes the responsibility of the student/parent to find out what work has been missed and to see that it is completed within the time limits set by the teacher.

## **MIDDLE SCHOOL HOMEWORK MAKE-UP PROCEDURES**

The student will have 1 day to make up work for each day's absence. Any work not completed within the assigned make-up time will become a zero.

## **FAMILY VACATIONS**

Planning family vacations during school vacation times is generally not for your child. Occasionally, it may be necessary to do this, however. Students may accompany parents on vacation trips outside the regularly scheduled vacation times; **but teachers are not required to give special lessons to be done during the vacation.**

If parents want children to do school work while on vacation, library reading and math reviews are suggested. Another appropriate activity would be a special report, project, journal, or memorabilia collection directly connected with the trip that can be shared with the class upon the student's return to school.

## **PHYSICAL EDUCATION/HEALTH**

Physical Education is an important part of our school curriculum and we expect students to learn the value of sound bodies through exercise and team sports. All students must participate in P.E. unless they have a note from a doctor indicating a health problem. All students are required to wear tennis shoes (no black soles).

All programs of education for children/youth in the Archdiocese shall provide instruction on Acquired Immune Deficiency Syndrome (AIDS) in accordance with the philosophy of the Catholic Church.

## **REPORT CARDS AND CONFERENCES**

Report cards will be issued at the end of every quarter. Conferences will be conducted twice a year for the purpose of constructive discussion regarding the child's rate of progress in school and the other matters of mutual concern. Parents are welcome to arrange for a conference at any time throughout the school year when a need arises.

## **SACRAMENTAL PREPARATION**

Parents are the most important religious educators that their children will ever have. The Sacraments are joyful moments, full of grace, celebrated within the Sunday worshipping community. St. Mary School in collaboration with the Blessed Trinity Parish Religious Education Office provides sacramental preparation as part of St. Mary School Religious Curriculum.

Immediate preparation for the student's first reception of the *Sacrament of the Eucharist* and the *Sacrament of Reconciliation* takes place during special scheduled sessions organized by the Religious Education Department. The dates and times of these sessions will be published in the parish bulletin and in the school Thursday folder. Special sessions for parent formation will help fulfill your role as the primary religious educator of your child.

Readiness for each child for the sacraments is another priority of our parish. Thus the celebration of these sacraments will be appreciated, not as a "class requirement" that the student must complete in either second or fourth grade, but as a gift received from God when they are intellectually, emotionally, and spiritually ready. Parents make this determination as the primary religious educators

of their children. Religion classes at St. Mary School augment and enrich, but can never take the place of what the children learn at home and in their Parish community of faith.

If your child is seven years of age or older, and has never been baptized, the parish offers a “Rite of Christian Initiation for Children”. It is a parish-based program of extensive formation for both the child, and the rest of the family. Through the RCIC, a non-baptized child will be prepared to receive Baptism, Confirmation, and Eucharist. For more information, you can contact the parish office.

### **SPECIAL COURSES**

Music, Art, Computers and Spanish are integrated parts of the curriculum. These offerings afford avenues for personal expressions and elicit talents in children that other curricular areas do not. For all students these areas are essential for a well-rounded education.

### **SPRITUALITY**

Community and individual prayer are essential for every follower of Jesus. Masses, prayer services, and reconciliation services are planned for each grade, and for the whole school throughout the year. Parents are encouraged to share in these spiritual services. Daily classroom prayer and other opportunities to share in prayer touch each student. Students and parents are expected to be active members of their parish to reinforce the values and beliefs taught at school. Parents play a vital role in the religious education of the child through their own example. Students attend Mass once a week and on Holy Days. Weekly Masses and All-School Masses are scheduled throughout the year. Refer to your current school calendar.

### **STANDARDIZED TESTING**

The testing program for the Archdiocesan Elementary Schools takes place in the spring of the year. The Archdiocese requires that The Iowa Test of Basic Skills (ITBS) and the Cognitive Test of Ability (CoGAT) be given to grades three, five and seven. At various times other grades may be included.

### **ADMISSIONS**

#### **ADMISSION POLICIES**

St. Mary School is a parochial school in the Archdiocese of Milwaukee. St. Mary School admits students of any race, color, nationality and ethnic origin to all the rights, programs, and activities made available to all students in attendance. It does not discriminate on the basis of its educational policies or any administered programs.

1. Enrollment at St. Mary School will be limited to 23 students in Kindergarten and First Grade and 23 students in Grades two through eight. Exceptions to this policy may be made at the discretion of the Principal. Consideration for enrollment will be as follows:

- 1<sup>st</sup> – existing school families
- 2<sup>nd</sup> – registered families of the two collaborating parishes.  
(Blessed Trinity Parish and St. John’s in Kohler)
- 3<sup>rd</sup> – Catholic family from other parishes

- 4<sup>th</sup> – Non-Catholic family
2. Tuition for non-parishioners will be equal to the anticipated per student cost.
  3. A \$40.00 non-refundable registration will be collected at the time of registration.
  4. Tuition shall be prorated on a daily basis for students who enter or leave St. Mary School during the course of the school year.
  5. New students applying for entrance to St. Mary School must meet the following criteria:
    - Students must meet all Wisconsin State Health Requirements
    - Non-Catholic students will be accepted on the condition they take part in the regular religious instruction and activities except the actual reception of the sacraments.
    - Acceptance of a student outside of the regular registration period (during the school year) is at the discretion of the principal.
  6. All new students are on probation for the first semester. The probation may be revoked at the discretion of the principal. The probationary period may be extended for one additional semester if written notice is given to the parent prior to the end of the first probationary period.
  7. The principal is responsible for student and staff placements.
  8. St. Mary School respects the dignity of the child and the right to an education in a Catholic school.

### **CHILDREN WITH EXCEPTIONAL NEEDS**

St. Mary School staff will work to meet the individual needs of all children whose families would like them to be enrolled. At times because of special Education related need (Health, Behavior or Learning) the school may not be able to provide services for a child. Whenever a parent/guardian seeks enrollment into St. Mary School, the school shall inquire as to whether the student has a history of or is presently eligible for an I. E. P. Program relative to P. L. 94-142.

If there are indications that a child has an I. E. P. need, the child will be referred to the local public school Special Education team to determine whether the child is eligible for P. L. 94-142 placement. St. Mary School, in conjunction with the public school system, will attempt to provide programs that can meet the special needs of all students.

### **LOCKERS**

Each student in grades 5-8 is assigned a locker that should be kept neat and orderly at all times. Display of pictures or posters of any kind is prohibited on the outside of the locker. Each student will be assigned a combination lock. A charge of \$3.00 will be assessed for locks not returned at the end of the year. Lockers should be locked at all times. Valuables should not be kept in lockers. The school is NOT responsible for missing items. Lockers are owned by St. Mary School, for the use and benefit of the student. School officials may conduct a search of individual lockers if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school.

## **HOME AND SCHOOL COMMUNICATION**

We urge parents to become actively involved in the education of their child(ren). You are always welcome at school and we encourage your input. Should problems arise, you should **first consult the teacher involved**. Please contact the teacher at school before or after school, or via e-mail. If you wish to have a personal conference with the teacher, telephone ahead to make arrangements. If this does not rectify the situation, contact the principal **at school** either by telephone or in person.

During the year, conferences and open houses will be scheduled to help parents, teachers and the principal become aware of what is going on in our school community. We use a weekly envelope, referred to as the THURSDAY FOLDER as a form of communication between home and school on a weekly basis. There will be only one envelope per family and it will be taken home by the youngest child. **Envelopes need to be signed and returned to the school the next day.**

## **PARTY INVITATIONS**

In the spirit of Christian charity, we ask that party invitations not be distributed at school unless everyone in the classroom has been invited. **It is important that this policy is followed by everyone.**

## **SCHOOL PROPERTY**

Students are expected to take care of school property. This includes equipment, textbooks, learning materials, and lockers. Parents will be held responsible for the replacement cost of any school property that is lost and/or damaged as a result of careless use or vandalism. We emphasize respect for property. All textbooks must be covered.

## **TELEPHONE**

The school telephone is for business only. Students may not make out-going calls except in emergencies or other official school related business. Students will not be allowed to call home for homework, make after school plans, etc. This is the child's responsibility and should be taken care of before they reach school.

## **HOMEWORK**

Homework is an important part of St. Mary School's academic program. Students can profit by developing the habit of doing homework. However, it is difficult to establish a fixed rigid policy as to the amount and kind of homework children should have each night. Within the instructional situation, there are days when it is very easy to assign work to be done at home; and on other days, the point of instruction may not require additional homework to be assigned.

If the child does not do any work at home in connection with his/her schoolwork, there is something wrong and the teacher(s) should be consulted. Homework is assigned to increase knowledge as well as develop good study habits. A time for study should be set aside each night free from television. If the child reports he/she has no homework, consider:

- Reading** a continuous assignment for everyone, including magazines, newspapers and books chosen for enjoyment
- Reviewing** class notes, math process, grammar usage, spelling
- Researching** science, social studies, other long-term projects assigned

**The following guide is used in assigning homework:**

Primary	15-30 minutes
Intermediate	30-45 minutes
Middle School	60-90 minutes

### **PARENT/GUARDIAN – TEACHER CONFERENCES** (Archdiocesan Policy 5124.1)

Formal parent-teacher conferences are held twice during the school year. See your school calendar for specific dates. Parents and teachers are encouraged to keep in constant communication with each other. *\*Parents are encouraged to contact and set up appointments anytime they feel there is a need.*

### **PHONE CALLS**

If it is necessary to contact a student, parents are asked to contact the office so as to not disrupt the class. The secretary will relay your message in a timely manner. Each call is treated with courtesy and the appropriate level of response will be taken.

### **SCHOOL VISITATION**

Parents and other adults are always welcome at St. Mary School. Requests to visit a particular class or several classes may be made through the office. All visitors must sign in and wear a visitor I.D. If any items are to be dropped off for the student, please leave it in the office and it will be delivered A.S.A.P.

All communication must be made through the office. For legal purposes, no parent or adult should contact a student without first contacting the office. **Parents must enter the building before or after school using the north entrance on Summer Street only. All other doors are for the students and teachers only. For the safety of our children, parents cannot go to classrooms or another floor in the building until they have checked in at the office and given the clearance to do so! This policy must be upheld!**

### **EMERGENCY FORM** (Archdiocesan Policy 5141.1)

If a child becomes ill at school or is seriously injured, the parents will be informed immediately.

For the safety of the child and for legal purposes, each child is required to have an Emergency Form filled out at the beginning of the school year. These forms are to be kept in the school office. If for some reason the information given at the beginning of the year needs to be updated, it is imperative that you notify the school. This refers especially to a change of address, phone number, or place of work.

### **EMERGENCY PLAN**

In case of an emergency closing of the school, parents will be phoned via a phone tree. \*The phone tree is for emergency use only! If we must vacate the premises, all day school students will be taken to Pine Haven Nursing Home where they will await your pick-up. Preschool children will be taken to the parish rectory.

### **FIRE DRILLS**

Fire drills are held on a monthly basis. Each teacher will take their attendance chart with them and take attendance upon reaching the church circle. If you are in the building when a fire drill occurs,

please follow the students. Students on the second and third floor are to exit out the east doorway (north side). Learning Center children and students in the second grade classroom may go out the door in the center of the technology lab and walk directly to the church circle.

### **TORNADO DRILLS /WARNINGS**

The students will assemble in the first floor learning center. All doors and windows will be closed. The children are to kneel and to assume the 'duck and cover' position. An all-clear signal will be given when the drill is complete.

### **MEDICATION POLICIES (Archdiocesan Policy 5140.2)**

St. Mary School is not permitted to provide aspirin or any other over-the-counter medication to students without written verification from the parent/guardian. Parents may provide a children's pain reliever for headaches etc. if they wish. Medicine must be in the original container and marked with the child's name and dosage. A medication consent form must be filled out before medicine can be administered. Doctor prescribed medications must come to school in their original container with the label affixed explaining proper administration procedures.

### **COMMUNICABLE DISEASES**

Parents/guardians are to notify the office immediately when informed of a communicable disease or if their child/ren is infected. Please contact the school secretary if you have concerns. Cases are then reported to the city health officer and children may not return to school until they are deemed healthy by a state-licensed medical physician in writing.

### **HEAD LICE**

Parents are to notify the office immediately when informed that their child/ren is infected with lice. Children are not to return until all nits are gone.

### **NURSE**

Since county nurses are no longer able to coordinate school health programs during the year, the school staff directs screening programs and attends to the health records. The Sheboygan County Health Department is available for consultation when requested.

### **DISCIPLINE PROCEDURES / CODE OF CONDUCT (Archdiocesan Policy 5144)**

#### **Philosophy**

Discipline is part of the total learning process for all students. While it does not appear as a subject, it underlines the whole educational structure. It is training that develops self-control, character and efficiency. Discipline is the key to good conduct and consideration for others. Discipline will be fair, just and geared to the individual student. Before taking sides, please be sure to objectively hear both sides of an issue.

#### **Responsibility**

It is the student's responsibility to know what behavior is acceptable, be aware of all rules and expectations regulating student behavior, and conduct oneself in accordance with those guidelines. The role of the parents is to support the school code and to cooperate with school personnel in helping students adjust to the expectations of the school. Discipline is a team effort, not just an individual teacher's responsibility. If a parent wishes to discuss a problem, they should first go to the child's

teacher.

### **Guidelines for Discipline**

The rules and regulations of a classroom will be determined by the teacher. Students who display inappropriate behavior or other inappropriate behavior unbecoming a Christian student will be disciplined according to the plan implemented by the classroom teacher. This plan will be developed with students and shared with parents.

Parents will be contacted if a student is slipping in work, attitude, behavior, or displays inappropriate classroom behavior.

The principal will be contacted immediately whenever a student's conduct is such that it endangers the property, health or safety of others, or disrupts the learning environment. Action may be taken to restrict his/her privileges and rights of school attendance. Such as Suspension or In School Suspension - Student will be removed from the classroom. Any illegal violations will be automatically referred to the Police. Any major offense that is against civil law may be subject to immediate home suspension or expulsion. Teacher, principal, pastor, and Parish Grievance Committee make this decision. If expulsion is considered, the expulsion procedure is followed.

### **General Rules**

The following procedure will be followed for behavior defined as a breach of a Serious Offense:

#### **Bullying**

Bullying (by any child or adult) is intentionally using your words or actions to hurt another person or their feelings. Bullying (including cyber bullying) will not be tolerated while attending St. Mary School or a school sponsored function. A student who chooses to bully another student will be given a warning slip. A second violation will result in an after school detention. A third violation will result in a phone call or conference. Continued violations will be considered serious offenses and the procedure for this will be followed.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is training that develops self-control, character, and efficiency. Discipline is the key to good conduct and consideration of others. We believe that teachers and parents share the responsibility for the development of positive behavior in the spirit of Christian value. **The best discipline is self-discipline.**

As each child is an individual with different ideas and philosophies, the consequences of actions must be individualized to best serve the needs of the child. With this in mind, the process of disciplining will be based on the severity and/or repetitiveness of the violation.

Any illegal violations will automatically be referred to the Sheboygan Falls Police. Restitution will be made for acts of vandalism. Reprimands, removal of privileges, suspensions, and expulsions may be the result of violations.

#### **PROBATION, SUSPENSION, AND EXPULSION**

All discipline actions are based on the premise that the purpose of the discipline is training which develops self-control and character, encourages self-discipline, and sets attitudes and values which will affect life-decisions.

Whenever a student's conduct is such that it endangers the property, health, or safety of others or disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

1. **Probation** – A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. All new students to St. Mary's School enter on a one semester probationary status.
2. **Suspension** – Suspension is justified only in unusual circumstances and is normally an in-school suspension. Prior to the suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-School Suspension can be directed for varying lengths of time, but shall not exceed five (5) days. In-School Suspension conditions are to be determined by the building principal. In-School Suspension students remain the responsibility of the school.

Out Of School Suspension is considered a rarity and is the responsibility of the principal. State Law directs that a maximum of three (3) days can be imposed unless a written notice of an expulsion hearing is scheduled. Such a notice shall allow not more than a total of seven (7) consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

3. **Expulsion** – As a definition is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used as the very last measure.

\*Expulsion results from repeated refusal to obey school rules or conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

\*Students asked not to return the following year for behavior reasons are considered expelled.

\*The Superintendent of School designee should be consulted before any action of this nature is taken.

#### **Expulsion Procedures:**

1. Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records.
2. Expulsion can take place only after an expulsion hearing has been held, parents/legal guardians shall be notified in writing at least five (5) days before the hearing is to take place. The hearing committee should be such to insure objectivity and procedures should be clearly identified.
3. The hearing committee makes a recommendation to the pastor.  
The recommendation will be to:
  - a) Not expel (other disciplinary suggestions should accompany this recommendation)

- b) Voluntary Withdrawal (allow student to voluntarily withdraw in lieu of expulsion)
  - c) Expel
4. Before the hearing is held, the parents and student are informed of the possible recommendations of the committee and once the hearing is in progress, the student may not have the right to voluntarily withdraw, in lieu of expulsion, unless that is the recommendation of the committee.
  5. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

### **Appeal**

The student, or his/her parent or guardian, may within five (5) school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish with a recommendation about which step needs to be further processed.

### **Archdiocese of Milwaukee Rules approved 3-2-90 Revised 5-5-98**

St. Mary School will follow the most recent policies for discipline as stated in the **Archdiocese of Milwaukee Policies and Regulations Handbook**.

**Approved August, 1998**

### **STUDENTS SEARCH AND SEIZURE**

The principal and staff members specifically delegated by the Principal shall inspect the students' book bags, desks and lockers from time to time if there is just-cause. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect per the court's order.

### **FIELD TRIPS (Archdiocesan Policy 6153)**

Educational and cultural trips can be enriching experiences for the students. While a limited number of meaningful field trips are encouraged, it is not a requirement of the curriculum that a teacher provide his/her students with field trip experience(s). Respectable conduct is expected of all students attending a field trip experience. If a student has fallen short of academic or behavioral expectations, either the teacher or the principal may deny the field trip experience opportunity to an individual or a group of students. Principal approval is necessary!

The office is notified of all field trip plans. A note of information will be sent home. A permission slip required by the Archdiocese (6153b) must be signed and returned to the office for each field trip. The cost of chaperones, bus and entrance fee are absorbed by the students.

## **DRIVING PRIVATE VEHICLES**

Parents, teachers, other staff members and other adults who drive students for any school related activities must have a completed copy of the Archdiocesan form Volunteer Driver Information Sheet on file in the school office. Teachers are not required to be a driver. Those wishing to drive for field trips must also have “Safeguarding All God’s Family Training”.

## **STUDENT SERVICES:**

The school has a resource program designed to identify, refer and offer local help to children with special learning and behavioral needs.

St. Mary Catholic School has access to the following programs from the Sheboygan Falls Public School District:

1. Speech Therapy
2. Services of a professional psychologist for students who might be having emotional or behavioral problems following recommendation by the local school district evaluation procedures.
3. Special Classes for students having difficulty in one or the other area at the local Public Elementary School. (E.D., B.D., C.D., Speech/Hearing difficulties)
4. Band Opportunities for students in 6<sup>th</sup> - 8<sup>th</sup> grade.
5. Busing Services for students living in the district.
6. Government Milk Program subsidizes the cost of milk for all students. This year our charge is \$15.00 per student, \$5.00 for each preschool child.
7. Service of a Registered Nurse – on a need basis.
8. Guidance Counseling (Thursday A.M.’s – 8:00-12:00 P.M.)

## **STUDENT SERVICES: Learning Problems**

1. The individual teacher uses his/her expertise to ascertain whether or not there is a difficulty in an area. (Individual help checking over previous records, conferring with the parents.)
2. The individual teacher confers with present and previous teachers.
3. The teacher must confer with the principal who is also the Supportive Consultant. If there seems to be a learning difficulty, the teacher with the cooperation of the parents set up a definite program that will act as a check. If there seems to be a definite learning difficulty the District Diagnostician from the local public school district is asked to test, diagnose and suggest possible procedures to assist the student. The local professional psychologist may also be consulted.
4. \*Parents have the right to go directly to the local public school when they have concerns about their children.

## **SCHOOL MANAGEMENT**

**School Office Hours:** Monday – Friday 7:30 a.m. – 3:30 p.m. The secretary will be able to assist you and/or direct your telephone call if the principal is out of the building or school.

**Teacher Contacts:** To contact a teacher, telephone the school. All full time teachers have an extension where you can leave a message. For part time teachers, please leave a message with the secretary.

**Principal Contacts:** To contact the principal by telephone, use extension 315. If the principal is in a conference or meeting, your call or visit will be attended to as soon as possible.

## **HOME AND SCHOOL (1210)**

St. Mary Home and School Association meet as needed. The Home and School is divided into distinct committees, each of which holds meetings at various times during the school year. The date and the agenda for each of the meetings are publicized far enough in advance by the various committee chairpersons as to give the parents ample opportunity to set aside time to become involved in various fund-raising activities. It is highly recommended that if at all possible, BOTH parents become active in Home & School activities.

Home and School committees are identified and organized at the annual Fall Parent Meeting. Each family is expected to sign up for a minimum of two of the sixteen committees. Each family is asked to volunteer a minimum of five hours to one of the major fundraisers, and participate on at least one of the other "Blue Folder" committees. Committee chairpersons coordinate their efforts through an identified Home & School liaison. The Fall Parent Meeting is mandatory as an introduction to the new school year. New families are encouraged to contact the Home and School liaison if they have any questions or need a description of the committee. All families are encouraged to assist with the Annual Gifts from the Heart Program.

## **HOME AND SCHOOL GOVERNING STRUCTURE:**

Co-Liaison – Jen Kovacs 918-0844

Co-Liaison – Mary LaViolette

Co-Liaison- Barb Steinacker 467-0239

Co-Liaison – Jeanne Bitkers

Treasurer – Jane Marusich 467-2279

## **HOME & SCHOOL ACTIVITIES**

Committee folders are available in the main office.

Various Committees include: Bake Sale, Hot Lunch, Room Parents, Playground Maintenance, St. Mary's Float, School Dance, Family Bingo, Christmas Program/Spring Sing, Mardi Gras, Teacher Appreciation, Yearbook, Gifts From the Heart, Campbell Soup (Box Tops), Playground Volunteer, Part time teachers & Office staff Christmas/Birthday gifts, and pizza sale.

Items that can be collected to help the Home & School reach their financial goals each year.

- ❖ Campbell Soup Labels
- ❖ General Mills Box Tops for Education
- ❖ McDonald's Receipts from Southeastern Wisconsin
- ❖ Coke Rewards points

Labels or receipts listed can be brought to school by your child/ren. During the summer labels can be dropped off in the Ushers' Room in Church.

You are also asked to consider collecting aluminum cans and drop them off on a regular basis alongside the south entrance to the school next to the garbage can. Proceeds go to Safe Harbor, a shelter for battered or abused women. We also encourage you to purchase Scrip through the Parish Rectory Office. Please call the St. Mary school office if you have any questions about any of the programs the school is involved in at 467-6291. Rev. 5/14/02

## **ST MARY SCHOOL DRESS CODE ( Archdiocesan Policy: 5132)**

### (GRADES K-8)

Clothing worn to school should reflect the seriousness and the importance of the learning situation.

The attire of our students should, at all times, reflect the Christian values being taught at St. Mary Catholic School. Clothing should always be neat, clean, and free of holes, frays, or tears. Clothing, jewelry, cosmetics and hairstyles should be neat, clean, modest and in good taste, and should not be a distraction to the learning process.

The way students are dressed can add or detract from the learning environment. Any items of clothing that directly or indirectly advocate a style of living that is contrary to our Christian values should not be worn. Therefore, clothing that appears to promote sexual freedom, suggestive language, the use of alcohol or drugs, and rock groups or personalities may not be worn. This would include any clothing that is form-fitting, low-cut, too short, or exposes the mid-riff.

The principal may make allowances for weather, but under normal circumstances, neither outerwear nor shorts are to be worn in the classroom. The exception to this is from the start of the school year through October 15th and from April 15th until the end of the school year. Split skirts and shorts may be worn at the discretion of the parents. All skirts, shorts, and skorts must be to the mid-thigh or longer.

4. Jeans may not be worn on liturgy days. Headwear is not to be worn by students in the school building. Sandals may be worn as long as the sandal has a strap. Socks do not have to be worn with sandals.

5. Cooperation of parents and students is necessary in observing the dress code. The administration and/or faculty will make the final determination on appropriateness and reserves the right to approve or disapprove any items not addressed in the dress code.

### *Everyday Attire*

#### **Boys**

#### **Acceptable:**

1. Dress pants, jeans, corduroy, bib overalls, sport pants if they are closed zipped or snapped and shorts when school begins through October 15 and April 15 through June.

2. T-shirts and sweatshirts.
3. Shoes, tennis shoes, sandals with straps (socks are not required).

**Not acceptable:**

Form fitting or oversized pants and shirts. Frayed, faded or torn clothing of any kind. No sweat pants or army fatigues. Caps or hoods of sweatshirts in the school building. There is no showing of undergarments. No clogs because of the stairs (safety).

**Girls**

**Acceptable:**

1. Dress pants, jeans, corduroys, bib overalls, dresses, skirts, sports pants if they are closed, zipped or snapped and shorts when school begins through October 15 and April 15 through June.
2. Sleeveless blouses may be worn by girls but no bare shoulders are allowed.
3. Shoes, tennis shoes, sandals with straps (socks are not required).

**Not acceptable:**

Form fitting or oversized pants and shirts. Frayed, faded or torn clothing of any kind. Form-fitted leggings, sweat pants or army fatigues. Caps or hoods of sweatshirts in the school building. There is no showing of undergarments. No bare midriff. No clogs because of the stairs (safety).

**Wednesday (Mass Day) Attire**

**Boys**

**Acceptable:**

1. Collared shirts, turtlenecks, mock turtle necks and polo shirts. Shirts must be tucked in.
2. Dress pants for boys.

**Not acceptable:**

Shorts, sweat and wind pants, sports pants and jean pants, T-shirts, tank-tops, sweatshirts and tennis shoes.

**Girls**

**Acceptable:**

1. Modest length dresses, dresses with no collars, skirts, jumpers, blouses, knit tops with collars and polo shirts.
2. Slacks, dress pants and mid-calf capris are acceptable.
3. Dress shoes or dress sandals with straps (socks are not required).

**Not acceptable:**

Shorts, skorts, skooters, sweat, wind or sports pants and jean pants, T-shirts, tank-tops, sweatshirts and tennis shoes.

## Appendix

### A. School Day Schedule

3-year-old preschool (T & Th) 9:00 – 11:00 a.m.

4 year old Kindergarten 8:00 a.m. – 11:20 a.m. Half-day option

4 and 5 year old Kindergarten (M, Tues, Thurs, Fri.) 8:00 a.m. – 3:00 p.m. Full day option.

4 and 5 year old Kindergarten (Wed.) 8:00 a.m. – 8:00 a.m. – 2:00 p.m. Full day option

7:30 a.m.	Teachers and secretary at school
7:40 a.m.	Students are supervised outside the south doors
7:50 a.m.	First Bell – Students may enter the building
8:00 a.m.	Classes begin for grades K – 8
9:00 – 11:00 a.m.	Pre-3 class (Monday & Wednesday or Tuesday & Thursday)
9:45 a.m.	Recess begins for grades K – 4
10:00 a.m.	Recess ends for Grades K - 4
9:45 – 9:55 a.m.	break upstairs for Grades 5 – 8
11:20 a.m.	Half day Kindergarten students are dismissed
11:45 – 12:20p.m.	Lunch for all students in Grades K – 8 Students go outside for recess when they are done eating.
12:20 p.m.	Bell rings – All students return to classes.
3:00 p.m.	Grades K – 8 are dismissed.
3:30 p.m.	School doors are locked.

### **Wednesday / Early-Release Schedule**

7:30 a.m.	Teachers and secretary at school
7:40 a.m.	Students are supervised outside the south doors
7:45 a.m.	First Bell – Students may enter the building
8:00 a.m.	Classes begin for grades K – 8

9:00 – 11:00 a.m.	Pre-3 class (Monday & Wednesday or Tuesday & Thursday)
9:45 – 10:00a.m.	Recess begins for grades K – 4
9:55 – 10:00 a.m.	Break - upstairs for Grades 5 – 8
11:20 a.m.	Kindergarten ½ day students are dismissed
11:25 – 12:05p.m.	Lunch for all students in Grades K – 8
1:00 p.m.	Mass
2:00 p.m.	Grades K – 8 are dismissed.

The school building is not open to students before 7:50 a.m. and students are not supervised until 7:35 a.m. Please drop your children off at that time or later. During inclement weather the children will be allowed to enter the building at 7:40 a.m., otherwise a teacher/parent is on duty until the first bell rings at 7:50 a.m.

## **B. School Calendar**

### **St. Mary School 2011-2012 School Calendar**

#### **August**

30- 5:00 – 6:30 p.m. - Back to School Open House and Picnic Supper

#### **September**

1 – First day of school (K4-grade 8)  
 5 – Labor Day (No School)  
 6 – First day of Pre-3  
 8 – Back to School Night for all parents  
 29 & 30 - Camp Vista for Grade 5

#### **October**

17 –Teacher Inservice (No School)  
 27 – Daytime conferences  
 28 Teacher Inservice (No School)

#### **November**

24-25 – Thanksgiving vacation

#### **December**

23 – 2 p.m. dismissal  
 24 – January 1 - Christmas vacation

#### **January**

2 – First day back after Christmas vacation  
20 – In-service Day (No school for students)  
29 – Feb. 4 - Catholic Schools Week

### **February**

TBA - Parent Conferences 3:45 p.m. – 7:00 p.m.  
24 – Teacher In-service – No School

5 - 16 - Iowa Basic Skills testing dates  
30 – 2 p.m. Dismissal Spring Break begins

### **March**

2 – April 6 – Spring Break (No School)

### **April**

TBA - Track Meet (Gr. 6-8)  
TBA - Rain date for Track Meet  
28 - Memorial Day (No School)  
31 - Last day of school for 3 year old preschool

### **May**

First Quarter – September 1 – November 4  
Second Quarter – November 7 – January 19  
Third Quarter – January 20 – March 23  
Fourth Quarter – March 26 – June 4

### **June**

1 – 8<sup>th</sup> grade graduation  
**\*4 - Last day of school for grades K4 – 8**  
5-8 - Teacher In-service

\*Snow days may lengthen school year  
(TBA – To be announced)

1<sup>st</sup> bell – 7:50 a.m.  
Tardy bell 8:00 a.m.  
Dismissal – 3:00 p.m.  
Wednesday Dismissal – 2:00 p.m.  
½ day K – M, T, Th, F dismissal at 11:35  
½ day K – Wednesday dismissal at 11:15 a.m.

### C. Tuition and Fees

	<u>Full Tuition</u>	<u>2 Payments</u>	<u>10 Payment plan</u>
Pre – 3	\$ 842	\$421.00	\$ 93.55 (9 payments)
4K – ½ day	\$1,384	\$692.00	\$138.40
One child (K4-8)	\$2,383	\$1,191.50	\$238.30
2 Children	\$3,864	\$1,932.00	\$386.40
3 Children	\$5,313	\$2,656.50	\$531.30
4 Children	\$6,793	\$3,396.50	\$679.30

Registration fees: \$40.00 per child

Consumable Text/Technology Fee: \$40.00 per child (For K4 - Grade 8).

Tuition assistance is available through the Sponsor-A-Student program at Blessed Trinity Parish.

### D. SCHOOL COMMITTEE

St. Mary School Committee is comprised of discerned members from three parishes. The pastor and principal are ex-officio members. Two faculty members may attend each school board as a liaison member of the teachers. The committee meets on a regular basis (usually the fourth Tuesday of each month). The time and dates of the meetings are published in the parish bulletin.

#### **2011-12 School Committee Members:**

Lisa Glander  
Joyce Hackel  
Jen Humphrey  
Mark Krueger  
Todd Muckerheide  
Brenda Scholten  
Bob Weber  
Ann Wieseckel

Ex Officio:

Jeanne Bitkers, Principal

Fr. Bob Lotz, Pastor